

§ 101-41.202-4 [Reserved]**§ 101-41.202-5 Procurement of standard forms by agencies and carriers.**

(a) Agencies may obtain supplies of SF 1169 and SF 1170 assemblies from GSA by submitting a requisition in FEDSTRIP format to GSA's Federal Supply Service, Furniture Commodity Center (FCNI), Washington, DC 20406. With respect to the GTR assemblies, FCNI maintains a record of the serial numbers imprinted on the forms and the names and mailing addresses of the receiving agencies. Where feasible, agencies should request that the name and address of the office to be billed for payment of charges be preprinted on each SF 1169 and that the name and address of the office to receive the refund be preprinted on each SF 1170. No other overprinting on SF 1169, SF 1170, or SF 1170-EDP (computer-generated) is permitted unless specifically approved in writing by the Director, Office of Transportation Audits (FW), GSA.

(b) Carriers may purchase SF 1113 and SF 1113-A from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, or have them printed commercially. When printing these forms commercially, carriers shall ensure that the forms conform to the exact size, wording, and arrangement of the approved standard forms and, while no minimum grade of paper is set, carriers shall provide a reasonable grade of paperstock. Carriers may have SF 1113 and SF 1113-A printed also in continuous-feed format for machine billing by adding pin-feed strips on the margins. The tear-off slip may be moved from the bottom to the right edge of SF 1113, to aid in machine use of the form, but it must be perforated on all edges to measure 8½ by 3⅜ inches when detached from the body of the SF 1113 and from the pin-feed strips. The forms must conform in all other respects to the exact size, wording, color, and arrangement of the approved standard forms. Any deviations must be approved in writing by the Director, Office of Transportation Audits (BW), GSA.

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))

[46 FR 42662, Aug. 24, 1982, as amended at 48 FR 27726, June 17, 1983; 49 FR 44470, Nov. 7, 1984; 54 FR 15943, Apr. 20, 1989]

§ 101-41.203 Procurement of passenger transportation services.**§ 101-41.203-1 Procurement from carriers.**

(a) All passenger transportation services shall be procured with a GTR, Government contractor-issued charge card, or centrally billed account unless otherwise provided in § 101-41.203-2 of this subpart. Agency heads or their designees may specify which of these Government-provided methods of payment, or combination thereof, travelers will use to procure official passenger transportation services. Such services, regardless of the procurement method specified by the agency, must be procured directly from either a carrier or a travel agent. A travel agent may be used only as prescribed in the Federal Travel Regulation (FTR), 41 CFR chapters 301-304 or applicable regulations of the Department of Defense (DOD).

(b) The use of U.S.-flag vessels for travel on official business and of U.S.-flag certificated air carriers for Government-financed passenger transportation is required by statute (46 U.S.C. 1241 and 49 U.S.C. 1517) when such vessels and air carriers are available. Compliance with these statutes is mandatory whether the U.S. Government pays the transportation charges to the carrier direct or through reimbursement of an individual or other entity. Uniform standards and procedures prescribed by the Comptroller General of the United States for guidance of all departments, agencies, travelers, carriers, and others concerned in conforming to these statutes are found in 4 CFR 52.2 and in various Comptroller General decisions.

[42 FR 36672, July 15, 1977, as amended at 49 FR 48547, Dec. 13, 1984; 60 FR 56247, Nov. 8, 1995]

§ 101-41.203-2 Use of cash.

(a) A GTR or Government excess baggage authorization ticket (GEBAT) shall not be used to procure passenger transportation services costing \$10 or less, exclusive of Federal transportation tax, and to pay air excess baggage charges of \$15 or less for each leg of a trip (see § 101-41.203-6), unless special circumstances justify their use. The contractor-issued charge card or